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21 November 1950

MEMORANDUM FOR THE RECORD

SUBJECT: Request for Overseas Training Material

1. With the approval of the Joint Training Committee, a committee consisting of one representative each from STC/OSO, II/OS/OPC and TRD, has established the following procedures regulating the release of TRD instructional materials to CIA field installations:

a. Processing

Field installations or Headquarters desks shall submit through appropriate channels requests for Overseas Training Material in triplicate on the attached form to Research Materials Officer (RMO)/TRD. On the basis of the request RMO/TRD shall procure suitable material and forward it to the committee for clearance.

The committee will conduct a general review of the materials in order to determine OSO/OPC staffs and divisions whose specific review and clearance are considered necessary, and the committee will then forward the materials to those staffs and divisions.

Concerned staffs and divisions will review the materials in detail from the following points of view:

- 1) Validity,
- 2) Security,

and will return the materials to the committee with appropriate recommendations.

b. Clearance

Final determination of the material's suitability shall be made by the committee, which shall communicate its decision in the form of:

- a) Approval,
- b) Conditional Approval, or
- c) Disapproval

to the Headquarters desk concerned in writing in the space provided therefor on the Field Request Form.

Material approved or approved conditionally shall be forwarded to the Headquarters desk for transmission to the field. In case of conditionally approved material, the committee shall indicate the security or other factors that must limit its use. Material disapproved for release shall be returned to RMO/TRD. In such cases the committee shall likewise indicate the reasons for its disapproval and shall make recommendations for the substitution of other material.

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REQUEST FOR OVERSEAS TRAINING MATERIAL

TO : TRD/RMO

Date: \_\_\_\_\_

FROM :  
(Originator of request)

THROUGH :

TYPE OF MATERIAL:

Specific statement on type of material is essential to enable TRD to make appropriate selection.

Examples:

25X1A14a

WHO WILL USE MATERIAL:

(State nationality and relationship to this organization of all persons to whom material will be exposed.) Note: It is evident that unless the specific function for which the person or group is to be trained is clearly defined, the material may not be responsive.

PURPOSE

Examples:

25X1A14a

4. Refresher reading for U.S. Staff Officers, etc.

LANGUAGE:

(Normally training material is available in English only.)

CLASSIFICATION:

(State highest classification considered usable.)

DATE NEEDED:

NUMBER OF COPIES NEEDED:

(Note: Every effort should be made by OSO/OPC divisions and staffs to execute this form in sufficient detail, in order that TRD may have an exact guide to the selection of appropriate material. In case security considerations prohibit revelation of details necessary for intelligent selection of material, a personal inquiry will be made by a review committee member with the desk concerned in order to determine the nature of the training task.)

(over)